

FACULTY OF OCCUPATIONAL MEDICINE EXECUTIVE COMMITTEE

Notes of a meeting held in the Faculty Meeting Room, 3rd Floor, New Derwent House, 69-73 Theobalds Road, London WC1
on **Wednesday 4 March 2015**

Present: Julia Smedley (JCS) [Chair], Ian Aston (IRA), Nicky Coates (NC) Richard Heron (RJH), David McLoughlin (DCM), and Jayne Moore (JKM))

Apologies: Mark Groom (MRG) and Simon Sheard (SCS)

In attendance: Frances Quinn (FMQ), Rachel Cooper (RC) [Items 4.2 & 5] and Andy Harrison (AMH) [Item 8]

AGENDA ITEM		ACTION
1	WELCOME AND APOLOGIES	
	JCS welcomed everyone to the meeting. Apologies noted as above.	
2	REVIEW OF OUTSTANDING ACTIONS/UPDATE ON NON-SUBSTANTIVE MATTERS FROM MEETING ON 4 FEBRUARY 2015	
	<p>A revised copy of the action notes had been circulated showing actions taken to date. The following points were noted/discussed further:</p> <p>2/Governance regulations: to be reviewed with the Registrar and with incoming CEO, in light of lessons learned from the Single Organisation Shadow Board and current RCP governance review. JCS thought the June EC and July Board was an unachievable timescale, and it is more realistic to aim for completion by the end of summer 2015</p> <p>4.1/Risks: RJLH had invited a risk manager from BP to present at the FOM Awayday in October 2015. RJLH to let FOM have details for invitation details.</p> <p>5.1/Academic Dean's report/GMC report re doctors who commit suicide, etc: NC to discuss with Debbie Cohen and to set up a meeting with relevant GMC people. RJLH to attend a GMC conference on 16 March, and requested a summary of all FOM current issues with GMC (inc CESR, confidentiality review, aviation and space medicine) to take with him to highlight to relevant GMC people.</p> <p>5.2/CESR etc: NC & Thuy Vuong were discussing the proposed survey; IRA discussed routemap with Jon Spiro</p>	<p>FMQ/JCS/CEO</p> <p>RJLH</p> <p>NC</p>

AGENDA ITEM		ACTION
	<p>(JGS), who needed help with the mentorship aspect.</p> <p>7/1/DH consultation re recognition of aviation & space medicine (ASM) as a new specialty: deadline for responses extended to 6 March. MRG's draft response had been circulated to EC members on 3 March and was discussed. JCS to feed back to MRG re change of tone to depersonalise it, emphasise our support for aviation experts who are members of FOM, the overlap with OM and the difficulties faced by FOM, as a relatively much larger specialty, in meeting all the GMC's requirements. If no comments on revised draft by end of 5 March, response to be submitted to DH.</p>	JCS/MRG/FMQ
3	OBJECTIVES	
3.1	Objectives 2015	
	<p>NC had circulated the revised objectives for 2015 as they would appear in the 2014 annual report, with revised graphics. NC to provide a detailed report on action to date under each heading for April Board.</p> <p>An action plan to progress the JSNA item was needed. RJLH had spoken to David Roomes (DRCR). JCS to follow up. DRCR to set up and organise a meeting.</p> <p>Re QI, RJLH said that Syngentis were ready to "give" MoHaWK to FOM.</p> <p>RJLH pointed out that some objectives were still not SMART. NC to amend the document to add SMART targets, for review by the EC prior to circulation to the Board.</p> <p>RJLH to circulate his slides for the NEC conference to EC.</p>	<p>NC</p> <p>JCS</p> <p>NC/EC</p> <p>RJLH</p>
4	RISK MANAGEMENT	
4.1	Re-assessing the impact of risks	
	<p>An updated version of the risk document had been circulated. The multiplier had been changed to use the Charity Commission formula [(impact x likelihood) + impact], as agreed by the February EC and was reflected in the traffic light table at the end of the document. NOTED that the mitigation needed updating with more detail re action (what, by whom, by when/completed, etc).</p> <p>EC members to provide updates to NC by Friday 20 March.</p> <p>Document to be amended so that risks related to the relevant categories in the 2015 objectives and so that the risks were ranked overall from high to low, rather than from high to low within each category.</p>	<p>ALL</p> <p>NC/CS</p>
	<i>RC joined the meeting at this point.</i>	

AGENDA ITEM		ACTION
4.2	<p>Current risk-related cases for oral report</p> <p>NC gave an update on the two ongoing cases; one relating to an examination appeal, the other to revalidation.</p> <p>Examination appeal: date awaited for County Court case. Barrister’s defence to be circulated to IRA and DCM re information which might be helpful for their redraft of the FOM Appeal rules, etc.</p> <p>Revalidation case: the FOM RO, having declared a conflict of interest, has referred the matter to FOM’s alternative RO. The original proposal had been to defer the individual for 3 months and review, but FOM had learned after Christmas that the individual had been revalidated by the alternate RO NHSE and they were now back on the FOM GMC Connect list.</p> <p>EC AGREED unanimously that it would be inappropriate for FOM to take this individual on again, as the original conflict of interest remained.</p> <p>NOTED that a meeting had been arranged on 10 March for RC, NC and FOM RO to meet with NHSE to discuss the issue.</p>	RC
5	ITEMS FROM ACADEMIC TEAM/ACADEMIC ISSUES	
5.1	<p>Academic Dean’s report</p> <p>IRA had circulated his report covering: National School; response to GMC report into QA in small specialties; postgraduate diplomas and entry into OM specialist training; e-portfolio for trainees; academic forum; shape of training review; new AFOM examination; overseas MFOM (Intl); marketing OM; OM within the undergraduate training programme; FOM CPD lead; update on FOM exams and training day for trainees. The following points were noted/discussed:</p> <p>National School: NOTED that Scotland had joined the National School, NES having made a unilateral decision to join without consulting with Alastair Leckie (TPD) or the PGD for Scotland. There were issues re appointability of trainees; a good first step would be for prospective trainees to go through the process, but this could not be done outside NSOH. Guidance needed on how to appoint a trainee; to go in newsletter. IRA was planning to write an article on the value of having a trainee; also a pro forma for “selling” a trainee role. Philip McIlroy had pointed out that rotations were good in principle but could be less so in practice unless the trainee had a day a week with an organisation. RJLH had attended the Tri-Service OH symposium at Cranwell on 26 February and had further feedback from DMS trainees.</p> <p>New AFOM examination: DCM had redrafted the regulations for the new AFOM examination prior to seeking</p>	DCM/FMQ

	<p>Board approval. DCM to discuss arrangements for AFOM examination with Alan Bray and Part 2 MFOM Advisory Group.</p> <p>Marketing OM: Patrick Cullen to produce draft report of December marketing meeting by 13 March. NOTED that RJLH and IRA had met with Professor Wendy Reid at HEE on 2 February. HEE had offered FOM financial support for better marketing of OM from their 2014-15 budget ie y/e 31 March 2015.</p> <p>OM within U/G training programme: a draft flyer for the conference on 'The Importance of 'Health, Work and Wellbeing' in the medical school curriculum' at UCL on 8 May had been circulated. Suggested that the proposed video introduction by Jane Dacre be included in the programme. IRA to provide a list of people to be invited. NOTED that Martin Tohill was now unable to participate; Paul McGovern (UCL) would speak instead.</p> <p>Training days for trainees: NOTED that the NSOH day on 9 March was aimed at educators not trainees.</p>	<p>DCM</p> <p>NC</p>
5.2	Director of Assessment's report	
	DCM had circulated a brief report covering: new examiner training (including the programme for the day and summary of feedback by attendees); FOM Officer posts; and examiner resources (handbook and website area).	
5.3	Update on new qualifications	
	<p>RC gave a brief oral update on the proposed new qualifications re DDA and Case management. NOTED that it would be useful to forge links with the CSP (Chartered Society of Physiotherapists).</p> <p>DCM to discuss with Sylvia Awbery: not having a clinical component to the DDA; recruiting a new CE DDA or Deputy CE DDAM/supporting group to develop new qualifications; attending the June EC (after an Assessment Subcommittee meeting) to give the EC a full report on progress on these new qualifications.</p> <p>NOTED that it was proposed that the DDAM clinical exam could move from Headley Court to Sheffield.</p>	DCM
<p><i>Post meeting note: Proposed way forward is, as for MFOM International, with SMA to be appointed as Project Lead for the development phase of the new qualifications until they are up and running. TOR for project lead to be developed with regular reports to DCM & ASC including expenditure incurred. A DCE DDAM to be recruited ASAP to work under SMA's direction on the DDAM until SMA's term as CE DDAM role concludes at end January 2016.</i></p>		
5.4	CPD and revalidation	
	<p>RC had circulated a paper re CPD issues arising in light of revalidation.</p> <p>Avoiding uploading CPD evidence twice: AGREED that participation in the FOM scheme was voluntary and if members who used their own Trust's (or other) revalidation management system wanted a FOM CPD certificate then they would have to duplicate uploading their CPD evidence.</p>	

	<p>Definition of 'in good standing': AGREED that the definition should be amended to add: "Where a UK licence to practise is maintained the Registrant must revalidate in line with GMC requirements."</p> <p>CPD audit files: AGREED to hold CPD returns and CPD audit files for one year only (from seven in archive policy).</p> <p>CPD audit: AGREED that restricting the CPD audit to those not revalidating with FOM would be a good idea, but for the new CPD lead to take on.</p>	FMQ
6	GENERAL FACULTY BUSINESS	
	<i>NC and FMQ left the meeting for the following item.</i>	
6.1	CEO recruitment	
	JCS & RJLH updated the other EC members on the recruitment exercise, process and interviews to date.	
	<i>NC and FMQ rejoined the meeting at this point.</i>	
6.2	Joint Trustees meeting - aims	
	<p>No further progress on a meeting date since January Board had agreed to go ahead with this proposal, as SOM wanted to discuss this at its EC meeting on 11 March to consider what the aims of the meeting would be.</p> <p>In discussion, RJLH said that key outcome of future joint working should be seamless, end to end processes that affected existing members (of FOM & SOM) and especially those that ensured their competency. Given that there was still no SLA re appraisal, a Memorandum of Understanding with SOM should be agreed, clearly setting out those activities to be undertaken separately and jointly with clearly defined accountabilities. The possibility of shared resources should be explored.</p> <p>JCS/RJLH to meet with SOM reps after 11 March to agree how such a joint meeting should be structured.</p> <p>JCS said there was an outstanding item with Olivia Carlton to review what had gone well/not so well from the Single Org project so that FOM & SOM could capitalise on the benefits of working together.</p>	<p>JCS/RJLH</p> <p>JCS</p>
6.3	Communications with members	
	The President had received a letter from a group of 21 individuals (mostly FOM members or past members and one non-member, and largely from those in the NW Group), sent on their behalf to FOM by Dil Sen. This, together with RJLH's reply had been circulated. Reply to be sent to another member of the 'group' to disseminate as Dil Sen was away until 11 March.	NC/PC

	<p>The view of the EC was that the signatories to the letter should be encourage to participate in the work of the Faculty, particularly those areas listed in their letter as needing addressing, where possible.</p> <p>NOTED that the comms strategy was a risk. RJLH had developed a powerpoint presentation (for the Tri-service meeting) which could be kept up to date as part of FOM's ongoing promotional information.</p>	CS/Exec Asst
6.4	Quality Improvement	
6.1.1	<p>SEQOHS update on contract post-2015: a copy of NC's letter to RCP (Ian Bullock and Caroline Rogers) had been circulated for information. In response, NC had received a short email reacting positively to the suggestions made following the February EC meeting.</p> <p>EC asked for clarification on where targets come from and said that it was not practical to develop a SEQOHS presence in at least five additional countries by 2017 as the business costs such as travel would have to be considered.</p>	
6.1.2	<p>Develop a QI strategy in line with objectives: JCS reported on her telephone conversation with SCS prior to the meeting. SCS had made a start on the job description for the new DDQI role and would complete it by the end of the week.</p> <p>Re a strategy, SCS hoped to complete a first draft within 2 weeks. RJLH said that the Tri-service meeting slides could provide a useful starting point. JCS to respond to SCS.</p>	JCS
6.5	Annual Report	
	<p>FMQ said that the Annual Report was being pulled together, missing areas identified and additional text sought. The first draft would be required ahead of the audit clearance meeting on 1 April.</p>	FMQ
6.6	Research Strategy Working Group	
	<p>JCS had circulated, for information, a paper summarising the work of this group, which would go to the Board in April.</p>	
6.7	Public sector equality duty - implications	
	<p>NC had circulated a paper from the AoMRC on this issue. The AoMRC CEOs group had considered the implications of the judgement from the Judicial Review of the MRCGP exam for all Colleges and Faculties. It was recognised that, because of its impact, revalidation was a public sector equality duty. NC to put a proposal to the April Board in relation to implications for/action required of FOM.</p>	NC
7	EXTERNAL ISSUES/PRESIDENT'S REPORT ITEMS	
7.1	Report from President on meetings, etc	
	<p>An updated list of RJLH's appointments & meetings since the February EC meeting and those planned until the</p>	

	<p>April Board meeting had been circulated.</p> <p>RJLH highlighted the: meeting with Lord Freud on 9 Feb re FFW service; RCS Hunterian Oration & Banquet on 11 February, at which he had had informal discussions with Robert Francis; meeting with Paul Nicholson (Chair, BMA OMC) on 13 February; the Health and wellbeing at Work conference on 3-4 March); and the NHS Workforce round table meeting on 17 March with Simon Stevens and Dame Carol Black, JCS to attend.</p> <p>A separate document from NHS re partnership working had been circulated. RJLH sought ideas re what FOM might put forward from EC members by 13 March.</p>	ALL
	<i>Andy Harrison (AMH) joined the meeting at this point.</i>	
8	FINANCE, ETC	
8.1	2014 audited accounts – subject to final clearance	
	<p>AMH had circulated the 2014 audited accounts (subject to final clearance) in an excel spreadsheet format. A commentary on the SOFA and Balance sheet was tabled.</p> <p>The net movement on funds for the year was £0.5k deficit, due largely to: lower than anticipated conference income and higher than anticipated expenditure on qualifications and training, conferences, events and projects and on the Single Org.</p> <p>AMH to separate I&E on projects from that on conferences and events and to tease out the direct and indirect costs re Single Org, so that FOM could readily identify what it had got out of this expenditure (on work streams FOM would have been undertaking itself) so this could be explained to the Board and to the AGM.</p> <p>NOTED that:</p> <ul style="list-style-type: none"> • there should be few, if any, further adjustments to be made following the audit clearance meeting • although FOM had diversified its risks re cash, investment performance needed to be reviewed. 	<p>AMH</p> <p>MRG/AMH/ JCS</p>
8.2	2015 YTD accounts	
	<p>AMH had circulated the YTD (to 28 February) management accounts (including budget impact items, 8.3 below) and tabled a commentary on these.</p> <p>Material variances against budget were noted as: revalidation income (£15k down); qualifications (£4k) and subscriptions (£12k) expenditure down; office admin (£7k), building costs (£15k) and bank charges/irrecoverable VAT (£7k) down but EC NOTED that variances were largely a result of the budget having been phased equally across the whole year, apart from subscriptions and SEQOHS income. AMH to provide forecast YTD and forecast YTD variance on a re-phased forecast in future to address this.</p>	AMH

	<p>Non-budgeted items included: conferences (income £19.5k down & expenditure £10k down, due to changed arrangements with SOM); SEQOHS income (£30k up); staff costs (£199k up) due to new CEO recruitment & salary costs; new exams co-ordinator plus associated NI and pension costs.</p> <p>The above combined gave a year-end forecast deficit on general funds of £163k (v budgeted £64k deficit) which, with transfers from designated and restricted funds a projected overall year end deficit of £77k (v budgeted £6k deficit)/</p> <p>AMH had spoken with MRG. He planned to implement a 3-year rolling budget, rather than a 1 year one, with more detailed information for the EC, Board and office staff.</p>	
8.3	2015 budget impact items	
	Covered in 8.2 above	
8.2.1	Engaging external press support: NC had contacted Vanessa Hebditch (VH) to see if she might be able to take on work for FOM. VH had indicated that she was too overloaded to do this. AGREED to look elsewhere for professional PR support.	NC
8.3	Events	
	<p>NC/PC/FMQ had provided an update on events planned for 2015.</p> <p>The key area of concern remained lack of any concrete information about the proposed timetable of events for the Annual Meeting and the need to provide information to the membership. FMQ would be making a site visit to Manchester with Hilary Todd, SOM conference organiser and Paul Williams on 13 April, so should have information for the Board in April. A second meeting to discuss practicalities and financial arrangements (including dinner guests) between FOM (FMQ & AMH) and SOM (HST & Conference organiser) was being arranged.</p> <p>DCM questioned the wisdom in FOM holding two conferences relatively close together (September and December) given the lateness of the Annual Meeting and the likely reduction in income for these events if it were to be split between FOM and SOM. AGREED that a decision on this to be made by email.</p>	NC
8.4	Accommodation plan	
	NC had had further discussions with the landlords. Rental likely to be £40/sq ft. Length of lease to be explored further with landlords.	NC
<i>AMH left the meeting at this point.</i>		
9	AOB	
9.1	EC dates	
	AGREED to retain May meeting date of 6 May, with IRA as Chair, June meeting date of 3 June as Assessment Subcommittee meeting that morning and Sylvia Awbery to be invited to attend the EC meeting as well; and to	

	reschedule September meeting from 2 September to 9 September (SEQOHS to be advised – to rearrange their September meeting)	FMQ
10	Date of next meeting	
	CONFIRMED AS Wednesday 6 May 2015 , at 1300 hours at FOM , 3 rd floor, New Derwent House, 69/73 Theobalds Road, London, WC1.	